



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

SENIOR ACCOUNTING OFFICER (SPECIALIST)
SENIOR ACCOUNTING OFFICER (SUPERVISOR)

DEPARTMENTAL PROMOTIONAL: Applicants must have a permanent civil service appointment with the Department of Veterans Affairs as of the final filing date.

FINAL FILING DATE: APRIL 3, 2006

HOW TO APPLY

Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA 95814
ATTN: Jason Drenik

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Applications for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

EXAMINATION DATE: No written test is required. It is anticipated that interviews will be held during APRIL 2006.

SALARY RANGE:	SENIOR ACCOUNTING OFFICER (SPECIALIST)	\$4,111-\$4,997
	SENIOR ACCOUNTING OFFICER (SUPERVISOR)	\$4,319-\$5,211

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

SENIOR ACCOUNTING OFFICER (SPECIALIST): EITHER I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).

OR II

EXPERIENCE: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have included the reporting and analyses of accounts, records, funds and financial operations of the entity. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Specialist) or Accounting Officer (Supervisor).]

And

EDUCATION: EITHER A

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

OR B

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

OR C

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under B and C above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTIC: Ability to qualify for a fidelity bond.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SR. ACCOUNTING OFFICER (SPEC) and (SUP) VA056
4567(Spec) / 4569 (Sup)

FINAL FILING DATE: APRIL 3, 2006

SENIOR ACCOUNTING OFFICER (SUPERVISOR): EITHER I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Supervisor) or Accounting Officer (Specialist).

OR II

EXPERIENCE: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of small- or medium-sized accounting system.[Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer(Supervisor).]

And

EDUCATION: Same as Senior Accounting Officer (Specialist)

POSITION DESCRIPTION:

SENIOR ACCOUNTING OFFICER (SPECIALIST): This is the second journey person level in the series. Incumbents, under general direction of an Accounting Administrator, independently perform the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Assignments at this level may involve responsibilities, which impact the entire accounting operation and may be given broad discretion in the solution of problems.

Incumbents may have considerable contact with the accounting administrators or the chief accounting officer for the department, departmental management, budget section, State control agencies. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level accounting personnel.

SENIOR ACCOUNTING OFFICER (SUPERVISOR): This is the second supervisory level in the series. Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either: 1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; or 2. Functions as a sectional supervisor in an operational and/or financial setting.

Incumbents are expected to possess a broad knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their manager. They may have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors, "clients" of specialized programs administered by the department, local and/or Federal Government.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

Scope:

A. Knowledge of:

- 1. Accounting principles and procedures.
- 2. Governmental accounting and budgeting.
- 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
- 4. Principles of business management, including office methods and procedures.
- 5. Principles of public finance.
- 6. Business Law.

Additional for Supervisor:

- 7. Principles and techniques of personnel management and supervision.
- 8. The departments equal employment opportunity objectives.
- 9. A manager's role in the equal employment opportunity and the processes available to meet equal employment objectives.

B. Ability to:

- 1. Apply accounting principles and procedures.
- 2. Analyze data and draw sound conclusions.
- 3. Analyze situations accurately and adopt an effective course of action.
- 4. Prepare clear, complete, and concise reports.
- 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
- 6. Establish and maintain cooperative relations with those contacted in the work.
- 7. Speak and write effectively.

Additional for Supervisor:

- 8. Plan, organize, and direct the work of others.
- 9. Effectively contribute to the department's equal employment objectives.

ELIGIBLE LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans Preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.